Headquarters U.S. Air Force

Integrity - Service - Excellence

Performance Work Statement: Post Closing Management 2013 (PCM-13)

Porfolio Manager

AFCEE/HPM

1 May 2012

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Overview

- PCM-13 Requirement
- Taskings and Deliverables
- Services Summary
- General Information
- Travel Requirements
- Security
- Contract Management
- Multi-Functional Team

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PCM-13 Requirement

- **Program Support**
  - **Technical Support**
  - **Training Module Development**
  - **Meetings/Workshops/Training**
  - **Solution Implementation**
  - **Restructure**
  - **Prepare & Evaluate Analysis/Reports**
  - **Technical Papers**
  - **Integrated Program Team (IPT)**
  - **Other Program Support**

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PCM-13 Requirement

- **Initial Project Services**
  - **Fact Sheets**
  - **Compliance Checklist**
  - **Insurance Compliance**
  - **Force Protection/Risk Management**
  - **Project Summary**
  - **Project Site Visit Support and Training**
  - **Centralized Design & Construction Oversight Program**
  - **Lockbox/Trust Administration Tool**

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PCM-13 Requirement

- **Sustainment Services**
  - **Compliance Testing**
  - **Project Analysis and Reporting**
    - **Annual Budget Review**
    - **Capital Repair and Replacement**
    - **Quarterly Accounting and Financial Analysis and Reporting**
    - **Lockbox/Trust Account Reviews**
    - **Investment Analysis**
    - **Reinvestment Reforecast Account Analysis**
    - **Other Project Analysis**

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PCM-13 Requirement

- **Sustainment Services, cont.**
  - **Insurance Compliance**
  - **Standardized Program Reporting**
  - **Document Management**
  - **Other Portfolio Management Tools**

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Taskings and Deliverables

- Base Support
- Miscellaneous Deliverables
  - Monthly Billing Reports
  - Project Schedules
  - Technical Interchange
- Government Furnished Material/Information

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Services Summary

- **Contract Surveillance**
  - **Timeliness coverage of services**
  - **Minimal disruption of projects/programs supported**
  - **Deliverable Document Reviews**
  - **Requirements documents prepared by contractor are accurate**
  - **Management of Deliverables and Reporting**

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General Information

- Contract Holidays
- Notification Requirements
- Government Down Time
  - Base Closures Due to Emergencies
  - Base Closure Notification Procedures
  - Base Closure Due to Non-Emergencies
- Hours of Operation

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Travel Requirements and Security

- **Travel**
- **Security**
  - **Position of Trust - National Agency Check with Inquiries (NACI)**
  - **Information Assurance Requirements**

Contract Management and Multi-Functional Team

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- **Continuation of Mission Essential Department of Defense Services During Crisis**

- **Key Management Principals**
  - **Contracting Officer**
  - **Contracting Officer Representative**
  - **Quality Assurance Program Coordinator**
  - **Installation Privatized Housing Manager**
  - **AFRPA Program Manager**

Please write any questions on the provided note cards